

# **SPECIAL MEETING NORTH SMITHFIELD TOWN COUNCIL**

**SEPTEMBER 29, 2015**

**PRIMROSE FIRE STATION**

**7:00 P.M.**

The meeting was called to order at 7:00 P.M. and began with the prayer and the pledge to the flag. Council members present were Mrs. Nadeau, Mr. Soly, Mr. Zwolenski and Mr. Boucher. Ms. Alves was unable to attend due to a prior family commitment. Also in attendance was Town Administrator Hamilton.

## **PAYMENT OF BILLS**

Mr. Zwolenski asked for an explanation of the different colors on the front page of the bills. Finance Director Jason Parmelee explained that the 2014/2015 payment was for a service that was performed in June 2015 but the invoice was received in July 2015. The amounts listed under 2015/2016 are for invoices that have not been paid yet and the amounts under Paid Invoices are for things such as electric bills, debt service, etc.

Mr. Parmelee has been receiving complaints from vendors as well as from the library and the fire department because of the lateness in receiving payment of invoices or stipends. In addition, there are withholdings from employee pay checks for the pension plan. Mr. Parmelee is in violation by not sending those withholdings as soon as he collects them. He would like to include the stipends with the utility payments.

**MOTION by Mr. Zwolenski, seconded by Mr. Boucher and Mr. Soly, and voted 4 to 0 on a roll call vote to direct the Town Administrator or the Finance Director to reach out to the Town Solicitor to create an ordinance for a quick resolution to this problem to then be followed by a Charter change to the General Assembly. In addition, the Town Administrator or the Finance Director should contact the Town Solicitor regarding quotes and bids and to come up with a dollar threshold amount reflective of the state amounts.**

**MOTION by Mr. Zwolenski, seconded by Mr. Boucher and Mr. Soly, and voted 4 to 0 on a roll call vote to approve the following bills dated September 21, 2015: General Fund - \$463,749.09; Sewer - \$828,527.41; Water - \$610.32; School Department - \$1,553,518.58; and Fire Department - \$214,090.00 for a total of \$3,060,495.40.**

### **CONTRACT WITH STUDIO MEJA**

**An Engagement Letter and Fee Arrangement was presented from Davison & Associates LLC. The range of time to review, comment and edit the**

**September 29, 2015**

**Studio Meja contract is expected to be between three and six hours at a fee of \$200.00 per hour.**

**MOTION by Mrs. Nadeau and seconded by Mr. Boucher to approve**

**Davison & Associates to conduct a peer review of the Studio Meja contract for the municipal buildings not to exceed six hours at \$200.00 per hour for a total cost of \$1,200.00. This motion and second were ultimately withdrawn.**

**Mr. Soly was concerned with the short window of time he was given to receive this document and to review it. Because the Town Solicitor was not present this evening, Mr. Soly was unable to ask him any questions. He strongly feels that anything on the agenda should have documents included in the Council packets.**

**MOTION by Mr. Zwolenski, seconded by Mr. Soly, Mr. Boucher and Mrs. Nadeau, and voted 4 to 0 on a roll call vote to approve the Engagement Letter and Fee Arrangement dated September 17, 2015 from Davison & Associates LLC with the estimated time not to exceed six hours at a fee of \$200 per hour; any incidental fees or expenses which may prove to be expensive would have to get the approval of the Town Council. The motion includes that the Town Administrator is authorized to sign the document. Mr. Zwolenski noted that this letter came in at the last minute at the Council meeting of September 21 and the Council members present reviewed it this evening.**

**MOTION by Mr. Zwolenski, seconded by Mr. Soly and Mr. Boucher, and voted unanimously on an aye vote to adjourn at 8:48 P.M.**

**Respectfully submitted,**

**Debra A. Todd, Town Clerk**